

**POLICE OFFICER**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**DEFINITION**

To perform a variety of duties in the enforcement of laws and the prevention of crimes; to control traffic flow and enforce State and local traffic regulations; to participate in and conduct a variety of criminal investigations; and to perform a variety of technical and administrative tasks in support of the Police Department.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from assigned Police Sergeant.

**ESSENTIAL AND MARGINAL FUNCTION STATEMENTS** – *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

**Essential Functions:**

1. Respond to and effectively control critical and non-critical calls received from the general public including accidents, commercial or residential alarms, medical emergencies, domestic disputes, burglaries, non-injury accidents, vandalism and complaints of noise.
2. Patrol a designated area of the City to preserve law and order, discover and prevent the commission of crimes and enforce traffic and other laws and ordinances.
3. Enforce City and State traffic and parking regulations; respond to and investigate traffic accidents; interview witnesses and obtain information; respond to citizen parking complaints; issue citations and/or make arrests as needed.
4. Direct and control traffic, crowds and congestion during emergency situations or special events; set up crime scene perimeters as necessary.
5. Prepare a variety of criminal and incident reports on activities and operations.
6. Participate in the investigation of various crimes involving property, violence, narcotics, burglary and grand theft; recruit and train police informants for special investigations.
7. Conduct surveillance of known narcotics offenders; operate and maintain highly sophisticated surveillance equipment.
8. Process and serve arrest warrants; make arrests for crimes committed under penal or health and safety codes; control and mitigate people under the influence of drugs or alcohol.
9. Gather, preserve and store crime scene evidence according to established procedures; determine whether evidence should be held by the department or sent to the crime lab.
10. Provide assistance in fire, emergency rescue and emergency medial operations; administer first aid; perform traffic control functions as required.
11. Participate in various special law enforcement and community programs including neighborhood watch, D.A.R.E. and crime prevent activities.

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12. Attend and participate in mandatory training seminars; stay abreast of new law enforcement techniques, methods and procedures.

**Marginal Functions:**

1. May provide emergency first aid to victims at emergency scene until medical personnel arrive.
2. Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

Police methods and procedures including patrol, crime prevention, traffic control and investigation.  
Rules of evidence pertaining to search and seizure and preservation.  
Laws governing the apprehension, arrest and custody of persons accused of felonies and misdemeanors.  
First aid principles, practices and techniques.  
Use of firearms and other modern police equipment.  
Occupational hazards and standard safety practices.  
Principles of business letter writing and basic report preparation.  
Pertinent Federal, State and local codes, laws and regulations.

**Ability to:**

Perform a wide range of law enforcement assignments.  
Think clearly and act quickly in emergency situations.  
Enforce City traffic and parking regulations.  
Use and care for firearms and other police equipment.  
Control violent people and effect arrests.  
Gather, preserve and store crime scene evidence.  
Conduct criminal, non criminal and accident investigations according to established procedures.  
Prepare clear and concise reports.  
Respond to requests and inquiries from the general public.  
Interpret and enforce City and State laws, codes and ordinances.  
Work independently in the absence of supervision.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.  
Understand and follow oral and written instructions.  
Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

**Experience and Training Guidelines**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying.  
A typical way to obtain the knowledge and abilities would be:*

**Experience:**

Some law enforcement experience desirable.

**Training:**

Equivalent to the completion of the twelfth grade supplemented by college level course work in police science, criminal justice or a related field.

**License or Certificate**

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Possession of, or ability to obtain, an appropriate, valid driver's license.

Possession of a valid P.O.S.T. basic certificate within 24 months of hire.

**WORKING CONDITIONS**

**Environmental Conditions:**

Emergency peace control environment; travel from site to site; exposure to potentially hostile environments.

**Physical Conditions:**

Essential and marginal functions may require maintaining physical condition necessary for bending, stooping, climbing, kneeling, crawling, running, standing, sitting or walking for prolonged periods of time; discharging firearms; reacting quickly to emergency situations; operating motorized vehicles.